

PROJECT: XXXX PROJECT NO: TT0XXX

CONSTRUCTION PHASE WEEKLY AGENDA NO: XX

Meeting Location: Meeting Date:					Project Number: TT0XXX Meeting Subject: Progress								
	Contract Time: Calander Days NTP Date: Days Used: 0 #### Days Remaining: 0					: of	1/0/00 Accepted Delay Day(s): 0						
	Milestone			Target Start		Actual Start		Target Complete		Actual Complete			
Subco	ontractors												
Subcontractor:		Approval			Start		rt	Comments					
<u>Item</u>			Desc	<u>ription</u>				St	<u>atus</u>	Due by	Action By		
A. 1.	SIGN IN / INTRO See sign in sheet	DDUCTIONS											
B. 1.	CONSTRUCTIO	N PROGRESS											
C. 1.	SCHEDULE – THREE WEEK LOOK AHEAD												
D. 1. 2.	SAFETY & TRA Safety – All PPE I This week's topic -	nust be worn wh		ect.									
3.	Traffic Control –												
E. 1.	REQUESTS FOR See Attached Log.	RINFORMATI	ON										
F. 1.	SUBMITTALS Submittal Log – S	See Attached Log	ζ.										

<u>Item</u>	<u>Description</u>		Status	Due by	Action By
G.	CHANGE ORDERS				
1.					
Н.	SURVEY				
1.					
I.	COORDINATION (Contractors, Utilities, Other Agencies and Permits)				
1.	Utility:				
2.	Permits / ROW:				
3	Environmental / SWPPP:				
4	IGA: (if applicable)				
J.	QUALITY CONTROL / QUALITY ASSURANCE				
1.	CERTS – Reminder to send certifications of compliance as the material comes in. Buy America (if applicable)				
2.	QC and QA Needs –				
K.	OUTSTANDING ACTION ITEMS				
1.					
L. 1.	COMMUNITY RELATIONS				
M.	OFFICE				
1.	Payments				
2.	Prompt Payment: (if applicable)				
3	Payrolls: (if applicable)				
4	Sub-contracts				
N.	PARTNERING/LESSONS LEARNED				
1.	Lessons Learned:				
0.	GENERAL COMMENTS				
<i>1</i> .	CLARAGE COMMENTS				
MOD	OTT D	C			
MCD	OT Representative:	Contractor:			
Date:		Date:			